



DISTRICT BUSINESS OFFICE

33 GOUGH STREET . SAN FRANCISCO. CA 94103-1214 415 241-2241. FAX 415 241-2267

To: Administrators, Department Heads, and Academic Employees

From: Certificated Payroll, 33 Gough

Subject: **2008-2009** Counseling/Hourly & Overload Timesheet Deadlines

Date: June 2, 2008

PAY PERIOD	DATES COVERED IN PAY PERIOD	TIMESHEETS DUE 12 NOON DISTRICT PAYROLL 33 GOUGH STREET	PAY DAY
15*	06/28/08 - 06/30/08	TUESDAY 07/01/08	TUESDAY 07/22/08
16	07/01/08 - 07/11/08	WEDNESDAY 07/09/08	TUESDAY 07/22/08
17	07/12/08 - 07/25/08	THURSDAY 07/24/08	TUESDAY 08/05/08
18	07/26/08 - 08/08/08	THURSDAY 08/07/08	TUESDAY 08/19/08
19	08/09/08 - 08/22/08	WEDNESDAY 08/20/08	TUESDAY 09/02/08
20	08/23/08 - 09/05/08	THURSDAY 09/04/08	TUESDAY 09/16/08
21	09/06/08 - 09/19/08	THURSDAY 09/18/08	TUESDAY 09/30/08
22	09/20/08 - 10/03/08	THURSDAY 10/02/08	TUESDAY 10/14/08
23	10/04/08 - 10/17/08	THURSDAY 10/16/08	TUESDAY 10/28/08
24	10/18/08 - 10/31/08	TUESDAY 10/28/08	FRIDAY 11/07/08
25	11/01/08 - 11/14/08	FRIDAY 11/12/08	TUESDAY 11/25/08
26	11/15/08 - 11/28/08	WEDNESDAY 11/19/08	TUESDAY 12/09/08
27	11/29/08 - 12/12/08	WEDNESDAY 12/03/08	TUESDAY 12/23/08
01	12/13/08 - 12/26/08	FRIDAY 12/12/08	TUESDAY 01/06/09
02	12/27/08 - 01/09/09	WEDNESDAY 01/07/09	TUESDAY 01/20/09
03	01/10/09 - 01/23/09	THURSDAY 01/22/09	TUESDAY 02/03/09
04	01/24/09 - 02/06/09	TUESDAY 02/03/09	TUESDAY 02/17/09
05	02/07/09 - 02/20/09	THURSDAY 02/19/09	TUESDAY 03/03/09
06	02/21/09 - 03/06/09	THURSDAY 03/05/09	TUESDAY 03/17/09
07	03/07/09 - 03/20/09	TUESDAY 03/17/09	MONDAY 03/30/09
08	03/21/09 - 04/03/09	TUESDAY 03/24/09	TUESDAY 04/14/09
09	04/04/09 - 04/17/09	THURSDAY 04/16/09	TUESDAY 04/28/09
10	04/18/09 - 05/01/09	THURSDAY 04/30/09	TUESDAY 05/12/09
11	05/02/09 - 05/15/09	THURSDAY 05/14/09	TUESDAY 05/26/09
12	05/16/09 - 05/29/09	THURSDAY 05/28/09	TUESDAY 06/09/09
13	05/30/09 - 06/12/09	WEDNESDAY 06/10/09	TUESDAY 06/23/09
14	06/13/09 - 06/26/09	TUESDAY 06/23/09	TUESDAY 07/07/09
15	06/27/09 - 06/30/09	WEDNESDAY 07/01/09	TUESDAY 07/21/09

*FISCAL YEAR END – 3 DAYS ONLY-SPLIT PERIOD/PART OF PAY PERIOD #16

IMPORTANT NOTE: SCHEDULE IS SUBJECT TO CHANGE